

CECA Southern/South West Construction Management Development Programme 2023

Introduction

This programme is designed for middle to senior operational and functional managers working in civil engineering or building. The six workshops aim to provide managers with the tools and techniques to effectively manage their job role and to contribute to personal and business improvement.

ICE, CIOB and Edexcel vocational qualification awards at NVQ Levels 6 and 7 accredit the programme. Each training session provides time to assist managers' build their portfolio of evidence. This is complemented by two site visits from a qualified and experienced assessor.

Course Programme

| Training Session | Date | Topics A.M. | Topics P.M. |
|------------------|--|---|---|
| Day 1 | Thurs 9 th March 2023 Induction to the programme Face-to-face session | <ul style="list-style-type: none"> • Programme introduction • QCF NVQ induction • Learning for managers • The role of a manager | <ul style="list-style-type: none"> • Enrolment • Personal advice and guidance |
| Day 2 | Thurs 20 th April 2023 Leadership and personal effectiveness Online session | <ul style="list-style-type: none"> • Introduction to leadership • Leadership style • Effective leaders | <ul style="list-style-type: none"> • Personal effectiveness • Time management • NVQ portfolio review |
| Day 3 | Thurs 25 th May 2023 Building better teams Online session | <ul style="list-style-type: none"> • Managing and developing teams • Teams in construction | <ul style="list-style-type: none"> • Supply chain management • NVQ portfolio review |
| Day 4 | Thurs 6 th July 2023 Developing individuals and Effective business communication skills Online session | <ul style="list-style-type: none"> • Developing individuals • Verbal and presentation skills | <ul style="list-style-type: none"> • Written skills • Meeting skills • NVQ portfolio review |
| Day 5 | Thurs 7 th September 2023 Planning and controlling resources Online session | <ul style="list-style-type: none"> • Planning and control • Programming techniques | <ul style="list-style-type: none"> • Project control systems and processes • NVQ portfolio review |
| Day 6 | Thurs 19 th October 2023 Improving project delivery and Managing change Face-to-face session | <ul style="list-style-type: none"> • Improving project delivery performance • Managing and coping with change | <ul style="list-style-type: none"> • Action planning • NVQ portfolio review and handover |